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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller	10 Mar	
2	DDCI 3/10		
3			
4	Deputy Director for Support	23 Mar	ORT
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Support 7D26			9 Mar 64
UNCLASSIFIED		CONFIDENTIAL	SECRET

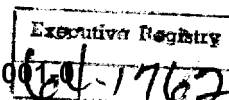
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DD/S 64-1426

9 MAR 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Correspondence Addressed to the Director

DD/S 64-1426
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1. This memorandum is for information and requests guidance on the acknowledgment and response to certain routine correspondence which may be addressed to the Director.

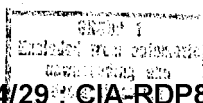
2. A memorandum from the Director for Logistics, The Joint Staff, dated 27 February 1964 to the Director expresses compliments for the abbreviated Project USEFUL and expresses interest in attending another program if one is held. This memorandum was received in O-DD/S today. A reply has been drafted and forwarded to your office for signature.

3. DCI correspondence for which the Support offices have responsibility and to which responses have not been prepared includes:

a. A mimeographed letter dated February 14, 1964 to Honorable John A. McCone from the Acting Administrator of General Services Administration transmitting proposed GSA regulations on Federal Records. The letter requests our review of the proposed regulations and concurrence or recommendations for changes within 60 days. This letter was received in O-DD/S on 5 March. Normally I have such documents coordinated with interested Agency components and reply over my signature. In view of the routine nature of this correspondence I recommend that it not be acknowledged by the DCI. A copy of this letter is attached at Tab A.

b. We received today a copy of a letter from Mr. Harriman addressed to Mr. McCone on the subject of NSAM No. 283 requesting Agency participation in an Interdepartmental Conference April 1 - 3 concerning counterinsurgency training and indoctrination. The Director of Training will submit a proposed response to this letter tomorrow.

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c. We received today a copy of a letter from Mr. Macy to the Director requesting participation in an interdepartmental meeting to kick off the Savings Bond Drive which begins May 1. The Director of Personnel will submit a proposed response to this letter for Mr. Kirkpatrick's signature tomorrow.

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d. The CIA Emergency Planning Officer has a copy of a letter dated 25 February 1964 to the Honorable John A. McCone from Steuart L. Pittman, Assistant Secretary of Defense (Civil Defense) and Lawson B. Knott, Jr., Acting Administrator, General Services Administration. This letter requests continuation of support of a shelter survey conducted by the Department of Defense and a marking and stocking program for fallout shelters. Specialized training is recommended for a few employees in each shelter area. [redacted] will submit a proposed reply to the letter tomorrow.

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e. The Director of Communications has a letter dated 5 February 1964 from McGeorge Bundy to the Director (TS 188472) [redacted]

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A report from the Agency is requested by 1 July 1964. The Executive Director has assigned a deadline of 15 June. When, as in this case, there is a specific deadline there is a question as to whether or not an acknowledgment is desired.

f. The Director of Security has a memorandum from McGeorge Bundy to the Chairman, USIB dated 27 February 1964 on the subject of CI Programs and Safeguarding Intelligence and Intelligence Techniques and Methods; Personnel Security Screening and Clearance Programs. The Executive Director gave the Director of Security a deadline of 12 March. The reply is due at the White House 15 March. This case also raises the question of desirability of acknowledgment.

g. Mr. Howard L. Conklin, Chairman, Arts and Letters Commission, Fairleigh Dickinson University, addressed a letter dated March 2, 1964 to the Director congratulating certain Agency personnel for a briefing presented at the University. I assume that it is not necessary to acknowledge this letter. (Copy attached at Tab B)

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h. We receive numerous letters and memoranda from the Civil Service Commission, Bureau of the Budget and other agencies addressed "To the Heads of Departments and Agencies" on matters pertaining to personnel management, economy moves, etc. Occasionally we receive letters from venders or manufacturers which may have the appearance of being a piece of personal correspondence to the Director but in fact they are usually form letters promoting or advertising goods or services. Unless questions are raised in such correspondence it has heretofore not been answered. If questions are raised a reply is submitted from what appears to be the appropriate office (Logistics, Personnel, etc.).

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4. This completes a current inventory of DD/S holdings of correspondence addressed to the Director. Since we receive a good deal of routine correspondence, form letters, etc. which do not seem to deserve acknowledgment or response by the Director I will appreciate your guidance in handling the sample cases cited above. Please return the attachments to me for further action.

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L. K. White
Deputy Director
for Support

Atts: Tabs A, B, C

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